

## ATTACHMENT C

### **GUIDELINES FOR PREPARATION OF FULL PROPOSALS SUBMITTED FOR PROJECTS**

**Fifteen copies** of each proposal must be provided. The original signed copy should be single sided, but the other fourteen copies can be double sided. All copies should be punched for inclusion in a standard three-ring binder. The entire proposal must be printed in 12 point type. The proposal text must be no longer than **12 single-spaced pages**. Proposal content should be succinct, unambiguous, and descriptive. Full proposals that do not meet these criteria may be returned unreviewed.

#### **I. Proposal Check-List, Applicant Agreement, and Proposal Cover Sheet**

Append the following forms, included as attachments, to the front of the proposal text: 1) the Proposal Submission Check-list (Attachment D); 2) the Applicant Agreement, appropriately signed and dated (Attachment E); and 3) the Proposal Cover Sheet (Attachment F) completely filled out and signed by the appropriate authorities.

#### **II. Project Summary (1 page maximum recommended)**

A Project Summary (Attachment G) must be filled out by the respondent/principal investigator and inserted immediately behind the Proposal Cover Sheet.

#### **III. Proposal Text (12 pages maximum)**

##### **A. Introduction**

**1. Situation, Need, and Previous Efforts** - Discuss notable gaps in knowledge or capabilities, why the proposed project should be performed, review significant work by yourself or by others in the proposed area of interest (include reference citations).

**2. Objective(s)** - State what is to be studied, measured, observed, or developed, and the anticipated results. State hypotheses that the proposed special study is designed to test.

**3. Applications, Benefits, and Importance** - Describe how the anticipated results relate to the goals/objectives of the Local Action Strategy for the Land-Based Sources of Pollution of the Southeast Florida Coral Reef Initiative, the expected benefits, and their utility.

##### **B. Methods and Approach**

**1. Description of Major Tasks** - Divide the proposed effort into a meaningful set of tasks that must be performed to accomplish the objective(s) and describe each task. State the tasks in the same

order as the hypotheses they are designed to test. Experimental design must be described with statistical tests, if applicable, for hypotheses proposed.

**2. Environmental Impact** - State and explain any possible impact that your project will have on the environment, including the type and duration of such changes. List in as much detail as possible the number of samples and species needed for your study. Document the need for sampling and objectively discuss potential impacts.

**3. Future Efforts** - If there are future efforts that should be performed in order for your project to be meaningful, or of major significance, please describe briefly the type, extent, and timing of those efforts. Is this a multi-year project? If possible, the individual parts (i.e., each year's effort) should stand alone.

### **C. Project Management**

**1. Administration** - Describe the administrative responsibilities and authority of the Principal Investigator.

**2. Roles/Assignments and Participation Time** - Describe the team composition (including names and affiliations of key individuals) and the assignments of team members to major tasks. Provide specific estimates of the time (in hours, days, etc., not percent) that each member will work on the project.

### **D. Support Requirements and Conditions**

**1. Cooperation From Other Organizations** - If a clearance or permit(s) from any government agency is required for execution of the project, please provide the name of the agency, the method of obtaining the clearance or permit, and the time required or state "none".

**2. Data or Facility Access** - If access is required to data or facilities held by another organization, please identify the data or facility, the nature and type of access required, the methods of obtaining such access, and the effect of being denied access or state "none".

### **E. Results/Outputs and Deliverables**

Two types of reports are required from principal investigators.

**1. Quarterly Progress Reports** - The principal investigator shall provide quarterly progress reports to the Project Officer. These reports will consist of updates on progress toward work objectives, justification, approach, results to date, any problems encountered, actions taken to resolve problems, discussion of remaining tasks, and expenditures to date. Quarterly reports will be due within 45 days after the end of each quarter.

**2. Final Report** - Principal investigators shall prepare a draft final report summarizing the objectives, methods, approach, results, and significance of the study. The draft final report will be reviewed by the Project Officer and returned with comments. The principal investigator will address the comments and submit the final report with revisions. The final report will be due within six months of the completion of the project.

**3. Deliverable Items and Schedule** - Describe what items of data are to be delivered. State the format in which data will be presented. Provide a schedule for all deliverables.

Under a cooperative agreement with EPA and the FKNMS, the Florida Fish and Wildlife Research Institute (FWRI) has developed a data management plan and data management system for the monitoring and research programs in the FKNMS. Each grant recipient for special studies will work with FWRI or the designated data management entity to be determined to define data entry formats and data QA/QC protocols, and resolve data management conventions and issues. All original and ancillary data produced under the Special Studies Program will be generated, processed, stored, and archived in a manner that provides detailed documentation of the procedures used at all stages of data collection, reduction, processing, analysis, and storage.

## **F. Literature Cited**

References used in the proposal narrative.

## **G. Budget Summary**

**General Information** – Partners in this request for proposals have secured approximately \$\_\_\_\_\_ to fund the monitoring and data management projects in fiscal year 2009 and 2010 and \$\_\_\_\_\_ to fund the special studies projects in fiscal years 2009 and 2010. The Comprehensive Status and Trends Monitoring Program, the Data Management Project, and the Special Studies Program are viewed as long-term, and additional dollars may be available to support additional special projects in future fiscal years. Applicants with accepted proposals will be eligible to receive funds from sponsoring agencies via federal assistance agreements. Individual federal assistance agreements for the monitoring and data management projects will be based upon the actual scopes of work and the associated budgets for each project and the total can not exceed the anticipated project budget for monitoring and data management for FY 2009. Individual federal assistance agreements for special studies projects should not exceed a total of \$100,000.

Specific budget information must be submitted in tabular form and summarized on Standard Form 424A. Standard Form 424A and “Instructions for the SF-424A will be mailed or faxed to the applicant upon request.

## **H. Biographies and Qualifications**

Provide a brief biography for each team member that highlights education, experience, and publications related to the proposed project. Curriculum vitae must not exceed three pages each.

## **I. Past Performance and Programmatic Capability**

**Environmental Results Past Performance:** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

**Programmatic Capability:** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

## **J. Leveraging**

Applicants should demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost

share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

**K. Appendices (3 pages maximum recommended)**

Short appendices, not to exceed three total pages, may be used to provide technical backup material to the text, details of computation, and other pertinent information. Techniques or methodologies, if critical to the successful completion of the research, should be discussed in detail within the proposal text (twelve-page limit). Do not attach copies of any journal articles or other proposals to your submittal.

**NOTE: Full proposals that do not follow the required format may be returned unreviewed.**

**ATTACHMENT D**

**FULL PROPOSAL SUBMISSION CHECKLIST**

**Respondent:** \_\_\_\_\_

- \_\_\_\_\_ **1. Proposal in Three-Ring Binder Format**
- \_\_\_\_\_ **2. Applicant Agreement (Attachment E)**
- \_\_\_\_\_ **3. Proposal Cover Sheet with Required Signatures (Attachment F)**
- \_\_\_\_\_ **4. Proposal/Project Summary (Attachment G)**
- \_\_\_\_\_ **5. Introduction - Situation, Need, Previous Efforts, Objectives, Applications, Benefits, and Importance**
- \_\_\_\_\_ **6. Methods and Approach - Description of Major Tasks, Environmental Impact, and Future Efforts**
- \_\_\_\_\_ **7. Project Management - Administration, Roles and Assignments**
- \_\_\_\_\_ **8. Support Requirements and Conditions - Cooperation from Other Organizations, Data and/or Facility Access**
- \_\_\_\_\_ **9. Results and Deliverables - Schedule for Delivery of Quarterly Progress Reports and Final Report**
- \_\_\_\_\_ **10. Literature Cited**
- \_\_\_\_\_ **11. Budget Summary and Standard Form 424A**
- \_\_\_\_\_ **12. Biographies and Qualifications**
- \_\_\_\_\_ **13. Past Performance**
- \_\_\_\_\_ **14. Appendices**

**\* Name, Address, Telephone, and E-mail Address of Five Suggested Reviewers:**

**1.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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5. \_\_\_\_\_  
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**ATTACHMENT E**

**APPLICANT AGREEMENT**

The principal investigator for special studies projects is requested to read, sign, and return this agreement to:

**Dr. Bill Kruczynski  
c/o Florida Keys National Marine Sanctuary  
11399 Overseas Highway  
Suite 3  
Marathon, FL 33050**

The principal investigator for monitoring and data management projects is requested to read, sign, and return this agreement to:

**Mr. Fred McManus  
Coastal Programs Section  
U.S. Environmental Protection Agency  
61 Forsyth Street  
Atlanta, Georgia 30303**

Failure to return this agreement may result in your proposal not being considered for funding.

**I fully understand and accept responsibilities for the following:**

- All travel arrangements associated with my proposal.
- Immediately notifying the Project Officer of any alterations in the initial agreed upon schedule.
- Adhering to all policies, rules, and regulations associated with financial assistance agreements.
- Submitting quarterly progress reports and a final report in accordance with the proposal guidelines.
- Adhering to all requirements included in the "Request for Proposals" and "Proposal Guidelines" (Attachment C).

\_\_\_\_\_  
**PRINCIPAL INVESTIGATOR**

\_\_\_\_\_  
**DATE**

**ATTACHMENT F**

**FULL PROPOSAL COVER SHEET**

A proposal submitted for projects in the Florida Keys National Marine Sanctuary or Southeast Florida:

**Project Title:**

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**Principal Investigator(s):**

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**Date Submitted:** \_\_\_\_\_ **Proposed Start**  
**Date:** \_\_\_\_\_

We, the undersigned, certify that, in the event this proposal is accepted whole or in part, our signatures on this proposal constitute intended acceptance of and compliance with applicable policy, rules, and regulations of the U.S. Environmental Protection Agency.

**ENDORSEMENTS:**

Submitted by:  
Principal Investigator

Approved by:  
Institutional Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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Typed Name

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E-mail

For Administrative Detail, Please Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

**ATTACHMENT G**  
**PROJECT SUMMARY**

**NOTE: \* To be filled out by Principal Investigator.**

**Project No.:** \_\_\_\_\_ **\*Date**  
**Submitted:** \_\_\_\_\_

**\*Title:** \_\_\_\_\_

**\*Project Topic:**

Special Studies - Sources and Signals \_\_\_\_\_  
Ecological Performance \_\_\_\_\_

Monitoring/Data Management - Water Quality \_\_\_\_\_  
Coral Reef \_\_\_\_\_  
Seagrass \_\_\_\_\_  
Data Management \_\_\_\_\_

**\*Principal Investigator:** \_\_\_\_\_

**\*Co-Principal Investigator:** \_\_\_\_\_

**\*Other Investigators:** \_\_\_\_\_

**\*Preferred Start Date:** \_\_\_\_\_

**\*Completion Date:** \_\_\_\_\_

**Actual Start Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

## **ATTACHMENT G (CONTINUED)**

**\*Brief Summary of Project Objectives:**

**\*Brief Summary of Related Past Projects in the FKNMS/Southeast Florida:**

**\*If applicable, brief summary of how proposed Special Study relates to other studies in the FKNMS/Southeast Florida, including ongoing and completed monitoring and special studies:**

## ATTACHMENT H

# Grants.gov Initial Proposal Submission Instructions For Announcement Number EPA-R4-WMD-08-01

### General Application Instructions

The electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs”(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-R4-WMD-08-01 or the CFDA number that applies to the announcement (CFDA 66.436) in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Initial Proposal Submission Deadline:** Your organization’s AOR must submit your initial proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 30, 2008.

Please submit *all* of the initial proposal materials described below. Also see Section IV of the announcement for information on the initial proposal.

## **Initial Proposal Materials**

**The following forms and documents are required to be submitted under this announcement:**

- I. Application for Federal Assistance (SF-424)
- II. Initial Proposal Title Page - See Attachment B to the Announcement.
- III. Initial Proposal – See Section IV. A of the Announcement

The full proposal package *must* include all of the following materials:

### **I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **II. Initial Proposal Title Page**

### **III. Initial Proposal – Prepared as Described in Section IV. A of the Announcement**

## **Initial Proposal Preparation and Submission Instructions**

**Documents I through III** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. For documents I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For the initial proposal, document III you will need to attach electronic files. Prepare your initial proposal as described in Section IV. A of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your initial proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your initial proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you need to submit to accompany your initial proposal such as the Initial Proposal Title Page (Attachment B to the announcement), you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you

return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.” Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2<sup>nd</sup> Submission.” Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov. In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or contact Fred McManus]. Application packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from* [support@grant.gov](mailto:support@grant.gov)) within 30 days of the initial/full proposal deadlines, please contact Fred McManus at (404) 562-9385 or email at [mcmanus.fred@epa.gov](mailto:mcmanus.fred@epa.gov). Failure to do so may result in your proposal not being reviewed.